



**የስራ ማቆም
STOP WORK**

CSO/WORKER NAME / CSO የሰራተኛ ስም	TELEPHONE NUMBER / የስልክ ቁጥር
CLIENT IDENTIFICATION NUMBER / የደምበኛ መታወቂያ ቁጥር	DATE / ቀን

**Section 1: Fill out this section before taking it to your job that has ended.
ክፍል 1፤ ይህንን ቅጽ ስራ ወደ አቆሙበት ቦታ ከመውሰድዎ በፊት ይህንን ክፍል ይሙሉ።**

By signing here, I give my permission to my employer to complete this form for the Department of Social and Health Services.
እቺህ በመፈረሜ፣ ለማሕበራዊና ጤና አገልግሎቶች ክፍል (DSHS)፣ ይህንን ቅጽ እንዲሞላ ፈቃድ እሰጣለሁ።

SIGNATURE / ፊርማ	DATE / ቀን	PLEASE PRINT YOUR NAME HERE / ስምዎን ጎሳ አድርገው ይጻፉ
-----------------	-----------	---

NAME OF COMPANY / የኩባንያ ስም

COMPANY ADDRESS: STREET ADDRESS / የኩባንያ አድራሻ ጎዳና CITY / ከተማ STATE / ስቴት ZIP CODE / ፕሮፕ ኮድ

**Section 2: The person in the company who knows the employment and pay information fills out this section.
ክፍል 2፤ በኩባንያው ውስጥ ያለ የስራ እና የደሞዝ መረጃ የሚያውቅ ሰው፣ ይህንን ክፍል ይሙላ።**

1. What was the last date that the employee worked? _____

2. Amount of final paycheck (before taxes): \$ _____ Date received: _____

List the amounts (before taxes) and dates received for other paychecks received in the same month as the final paycheck:

AMOUNT RECEIVED (BEFORE TAXES)	DATE RECEIVED
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

3. Why did this job end?

☐ Lack of work ☐ Job was temporary/seasonal ☐ Laid off

☐ On leave (such as leave of absence or maternity leave). Is it: ☐ Paid ☐ Unpaid

If paid, how much is the employee paid: \$ _____

When is the employee expected to return? _____

☐ Other: _____

4. Will the employee receive any severance pay? ☐ yes ☐ No

IF YES: When will it be received? _____ How much will it be? \$ _____

5. Can the employee cash out vacation/sick pay? ☐ yes ☐ No

IF YES: When will it be received? _____ How much will it be? \$ _____

6. Can the employee withdraw retirement/pension/401K funds? ☐ yes ☐ No

IF YES: When will it be received? _____ How much will it be? \$ _____

Please provide the following in case we need to contact you:

SIGNATURE	DATE	TELEPHONE NUMBER
PRINT YOUR NAME HERE	POSITION/TITLE	